

SANDY CITY  
APPROVED POSITION SPECIFICATION

I. Position Title: Benefits Coordinator Revision Date: 06/13  
EEO Category: Admin. Support  
Status: Non-exempt  
Control No: 30374

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Director of Human Resources provides direct support for new employee orientation; benefits administration; open enrollment and wellness programs; documents and performs other clerical duties as needed.

III. Essential Duties:

**A. EMPLOYEE ORIENTATION**

- Coordinates new employee orientation program, including policy and procedure orientation, benefit enrollment and new employee sexual harassment training.
- Addresses benefit concerns of applicants throughout the selection process.
- Follows up with departments to ensure all hiring documentation is submitted to Human Resources.
- In cooperation with other staff members, processes new employees and works with Payroll to ensure all necessary pay and benefit paperwork is received.

**B. EMPLOYEE BENEFIT ADMINISTRATION**

- Coordinates the annual benefits open enrollment process and aides employees in the benefit selection process.
- Works with Payroll Officer to expedite benefits administration.
- Monitors and coordinates city COBRA compliance process, including correspondence to new employees, terminating employees, and employees that have had a COBRA qualifying event notifying them of their COBRA rights and options.
- Establishes and oversees the FMLA compliance process.
- Occasionally coordinates service with City Doctor and/or clinic for employee physicals and evaluations.
- Distributes Medicare Form of Creditable Coverage for eligible employees and their spouses annually.
- Distributes information and answers questions regarding benefits.
- Calculates benefits worksheets with/for employees.
- Assists employees with problems and questions involving their benefits.
- Prepares materials, program suggestions, benefits evaluations and proposals for review by the Benefits Group.
- Gathers information for IRS Form 5500 on an annual basis.
- Logs in benefit selections and distributes enrollment forms.
- Processes 401(k) loan applications and monitors existing loans.
- Serves as secretary to the Sandy City Benefits Group.
- Functions as the City's Assistant to the Privacy Officer as it relates to the Health Information Portability and Accountability Act (HIPAA).
- Recommends benefits programs to management by studying employee requirements and trends and developments in benefits offered by other organizations.
- Establishes and maintains working relationships with benefit providers.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; and participating in professional societies.

**C. EMPLOYEE RELATIONS**

- Plans menus and organizes, prepares and sends out bids for employee luncheons.
- Prepares and distributes flyers and payroll stuffers.
- Purchases employee incentive gifts for events.
- Coordinates and schedules testing and programs for employee wellness programs and health benefit fairs.

**D. SCOPE CLINIC AND WELLNESS**

- Develops marketing campaigns to promote a healthy lifestyle or participation in fitness and wellness programs.
- Conducts surveys to determine interest in, or satisfaction with, benefit and wellness programs within the City.
- Selects and/or oversees contractors, such as event hosts or health, fitness and wellness practitioners.
- Recommends and coordinates trainings, programs, and services to promote employee education, wellness and fitness, produce revenues or minimize costs.
- Organizes and oversees health screenings, such as flu, mammography, blood pressure and cholesterol screenings.
- Works with Onsite to see that claims are being billed and paid properly.
- Designs and creates ongoing marketing for the SCOPE clinic.

IV. Marginal Duties:

- Orders and inventories needed division information and benefits forms and materials.
- Assists with applications for insurance benefits.
- Assists in reviewing billings for drug tests, physical exams and other occupational health services for accuracy.
- Types various office correspondence and memos.
- Monitors files for completeness and for compliance with applicable requirements.
- Performs other duties as assigned.

V. Qualifications:

**Education:** Requires the equivalent of two years full time clerical training through a secondary or post secondary vocational program.

**Experience:** Requires four years of prior experience in human resource and benefits activities with demonstrated competence; may substitute education and experience on a year-for-year basis. Benefits administration experience preferred.

**Certificates/Licenses:** Valid Utah driver's license for frequent travel to employee work sites.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** City benefits as outlined in the Sandy City employee handbook and the benefits selection process; general knowledge of state and federal regulations pertaining to employee benefits; personnel procedures regarding benefits, physicals and drug testing; clerical and general office practices and procedures.

**Responsibility for:** Employee information, including salary and benefits information, discipline and performance evaluations that must be kept confidential; information concerning various grievances that must not leave the Human Resources office. Moderate responsibility for actions that may lead to liability from a risk management perspective.

**Communication Skills:** Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively

as a team member; ability to serve customers including constant contact with the public, city employees and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing.

**Equipment Operation:** Ability to type 50 wpm preferred. Requires regular use of a computer (using word processing, PowerPoint, database, spreadsheet and document imaging software), printer, copier and telephone system; use of 10-key adding machine and ability to perform basic arithmetic.

**Analytical Ability:** Ability to organize both in terms of one's time as well as large volumes of information and records; ability to prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_